

MISSION STATEMENT: *To invest in community programs that help low- to moderate-income people by addressing **basic needs**, providing **affordable housing** and increasing economic **self-sufficiency***

FUNDING AMOUNTS

The minimum grant size will be no less than \$10,000 per proposal in the Community Development program. The minimum grant size in ESGP and CHDO Operating will be no less than \$5,000.

ELIGIBLE APPLICANTS

Applicants must be nonprofit agencies, for-profit businesses, governmental units and Institutions of Higher Education. If you are a new applicant, please submit the following with your pre-application: 1) Articles of Incorporation and 501(c)3 designation letter, 2) the most recent IRS 990 form, 3) A summary of state or federal grant administration experience and 4) A Board of Directors list.

Please note the following activities are generally ineligible under HUD rules:

- Buildings for the general conduct of government
- Political activities
- Income payments for housing
- Religious activities

PRE-APPLICATIONS

Pre-applications are required for “new” programs/projects, agencies which have never been funded with Community Development Funds, or a change in a program or project. A change is defined as a request 5% or \$10,000 more than was received in FY 2012 (whichever is greater). These proposals must provide rationale such as an increase in capacity or service goal, the loss of funding, or potential program impact.

“HUD encourages entitlement communities to be careful about funding to organizations or projects that may require ongoing or continued annual CDBG funding and organizations providing duplicate services. Dependence on CDBG funding is a serious concern with the potential that exists for budget cuts to CDBG funding proposed every year by Congress and with grant amounts available to entitlement communities decreasing as more and more communities become eligible to receive CDBG funding.”

The pre-application form consists of a Pre-Application Cover page, and one page of narrative that includes a 40 word Proposal Summary and a description of the proposed new project or explanation of the rationale for increased funding. Pre-applications must be submitted electronically to duluthcommdev@duluthmn.gov by **4:00 P.M. August 10, 2012**. All pre-applicants will be in attendance the evening of August 21st, to answer questions from the Community Development Committee. Only those proposals recommended by the Committee will be allowed to submit a Final Application.

APPLICATION INSTRUCTIONS

Your proposal should consist of the Cover Page, four pages of narrative responding to the Rating Criteria listed below, the Budget Narrative page, and the Application Budget Form. Narrative responses should be complete but as concise as possible. The total application **can't exceed 7 pages**, unless your project won't complete within stated timelines (see 2. *Rating Criteria—Project Readiness*) and you must submit a one page Project Schedule, in which case the application cannot exceed 8 pages. If you are proposing a housing development, additional HOME program budget pages are required, that will not be counted under the application page limit.

APPLICATION COVER (Page one)

Applicant Information

Please fill in the organization's name, address, contact person, phone and email address. Then the Type of Organization, choose from one of the following:

- Non-Profit agency
- Public Authority
- City Department
- Private Business

Proposal Information

Proposal Name	Put the name of the proposal
Funding Amount Requested	Put the amount of Community Development Funds the application is requesting
Proposal Service Goal	Indicate the number of people or households to be served or jobs created or placements to be made
LMI Service Goal %	Indicate the percentage of the service goal that will be Low to Moderate Income (LMI)
Funding Program	Enter CDBG or HOME or ESGP*
Program Category	If CDBG then enter either <u>Housing</u> , <u>Economic Development</u> , <u>Public Facility</u> or <u>Public Service</u> If HOME then enter either <u>Homeowner Development</u> , <u>Rental Development</u> , <u>CHDO Operating</u> or <u>Project Specific Loan</u> , <u>Buyer Assistance</u> or <u>Tenant Based Rental Assistance</u> If ESGP then enter <u>Operational</u> , <u>Rapid Re-Housing</u> , or <u>Prevention</u>

APPLICATION NARRATIVE (No more than 4 pages)

For more information on how your application will be scored, please see the “2013 Application Rating Criteria” available on the Community Development page of the City of Duluth’s website, or request a copy from the Community Development office. Answer each of the following rating criteria in the order they listed:

1. RATING CRITERIA - CONSOLIDATED PLAN PRIORITY

Proposal Summary

Briefly describe your project or program proposal in 40 words or less. *(This summary is used for the public comment period and Council Communications)*

Proposal Description

How well does your proposal align with the Consolidated Plan’s goals and priority needs? Describe how your project:

- Is consistent with the Consolidated Plan, supports a strategic goal, addresses the problem/need, and is an activity identified in the Plan.
- Addresses a High, Medium or Low priority need identified in the Plan, and how your goals and objectives will impact this need.
- Meets the stated Community Development Mission.
- Meets an FY 2013 Community Development Funding Strategy (Resolution 12-C-01)
- Addresses an objective under the City’s Anti-Poverty Strategy
- Addresses a strategy of the 10-Year Plan to End Homelessness (if applicable)

2. RATING CRITERIA – PROJECT READINESS

State if your project will be completed by March 31, 2014, if you are applying for CDBG public service funding, or June 30, 2014, if your project involves construction. Duluth At Work proposals should have participant training completed by March 31, 2014. If your project is not expected to complete within these timeframes, explain why, and attach a one page Project Schedule to the application. If your project is dependent on additional actions and approvals before starting, explain what needs to be accomplished and how long they will delay your project.

3. RATING CRITERIA – PROJECT IMPACT AND DELIVERY

Describe the services that will be provided to the participants in your project. Then address the following areas:

Achievement of Expected Results: Describe the need for your project, supported by documentation and/or statistics related to this need.

Target Clientele: Describe who you are proposing to serve. What percent of your participants will be low- to moderate-income (at or below 80% AML)? What geographic area(s) does your project cover?

Outcome Measurements: What is the impact or benefit of your project on the participants, and what is your measurement for success? Examples might include change in behavior, improved condition, increased knowledge or skills. How will you measure the impact or benefit, and what is your measurement for success? Provide at least one program outcome and associated measurement criteria. *(NOTE: If funded, this outcome measurement will be a part of your grant agreement.)* Describe how well you met your outcome objectives for your most recently completed CD funded project.

Business/Operations Plan Approach: Describe the critical issues and factors to implement and maintain the project objectives over the long term. How will you ensure continued success?

Housing Rehabilitation and Development applications (only)

State the amount of assistance, i.e., maximum loan amount and repayment terms, each household will receive or per unit assistance. Describe the type of housing, location, affordability threshold and affordability period.

ESGP applications (only)

Is the primary focus of your project or activity to: **(If yes, explain how)**

- Prevent homelessness?
- Help the homeless?
- Help those with AIDS or HIV?

Bonus Points (if applicable)

Applicants can score an additional ten (10) points for a collaborative application that shows a “cost or resource sharing” with reductions in funding request. Joint applications which demonstrate collaboration between agencies providing similar services can score an additional three (3) points. If this is a collaborative or joint application, identify the agencies that are applying together, and describe how your application meets the above definitions in order to merit bonus points.

4. RATING CRITERIA – FINANCIAL CONSIDERATIONS

A. Program Sources: To complete this page of the application, fill in the chart at the top of the Budget Narrative page, listing all sources of funding, amount and the status of those funds to be used in implementing this proposal. Check the “Secured” box next to the source for those which you have commitments at the time of the application and “Anticipated” for those that have been applied for and may come in the future.

B. Program Uses: In the space below the chart, describe what costs the CDBG/HOME/ESGP funding will be specifically used for in the program or project.

- List all staff positions and percent of time to be funded by this application
- Provide a per unit cost from all sources and a per unit cost from just Community Development resources

C. Application Budget Form: On this separate form, list all sources and uses by funding type for the proposal. Use common budget line items, such as staff or salaries, utilities, acquisition, construction costs, etc.

Additional Budget Forms for Housing Development

If you are proposing construction of new housing units or a major housing rehab project, contact staff for assistance on the required additional Housing Budget Form 1 (Homeowner projects) and Housing Budget Form 2 (Rental projects). **These forms are required in addition to the Application Budget Form; failure to complete both budget forms will result in an “Incomplete Application”.**

Eligible Costs for ESGP & CDBG Public Services

Public Services

- Direct service staff time
- Staff time related to income intake or processing of requests

ESGP

- Rent
- Utilities (water, sewer, electric, oil, garbage, telephone, security)
- Maintenance staff and supplies
- Insurance
- HMIS costs

Ineligible Costs for ESGP & CDBG Public Services

Equipment Purchase	Utilities (CDBG only)	Rent (CDBG only)
Insurance	Postage	Supplies
Audit costs	Copying	Cellular or mobile phones

APPLICATION SUBMISSION

Application deadline is September 6, 2012, 4:00 PM. All applications must be submitted electronically to duluthcommdev@duluthmn.gov. The four narrative pages must have a one-inch margin on all sides and should be created with a 12 point Arial or Times New Roman or similar easy to read font. When applications are received they will be checked and those with too small of margins or type size will be rejected. Also, any portion of the application that goes beyond seven pages (eight pages with a Project Schedule) will be discarded.

COMPLETE APPLICATION

What is a complete application?

1. Meets a National Objective and is an Eligible Activity
2. Proposal is submitted by the deadline **(4:00 pm on September 6, 2012)**
3. Responds to all questions in the Instructions and has submitted:
 - Cover Page
 - Application Narrative (maximum 4 pages)
 - Budget Narrative (one page)
 - Budget Form (one page)
 - Project Schedule (only if project is unable to meet stated timelines)
 - Housing Development Budget Forms (if new construction or major rehab)
4. Eligible applicant (not currently on probation, or if a new applicant has submitted required organizational documents)

Incomplete applications will be rejected based upon not meeting one of the four application items. The applicant will be informed of the rejection in writing.

**** All information over the page limits will be discarded ****

APPLICATION REVIEW PROCESS

There is no interview or question and answer session unless the CD Committee asks questions at the December 4th Public Hearing. If the committee has a question during their review process, staff will contact the applicant with the question in writing and a written answer will be provided by the applicant.

Each application will be scored based on the Application Rating Criteria. The resulting PRIORITY FACTORS SUMMARY RATING SHEETS will be available for public review on the City's website (http://www.duluthmn.gov/community_development/index.cfm) when they are transmitted to the Community Development Committee.

QUESTIONS?

You can contact Community Development staff at **218-730-5480** between 8:00 a.m. and 4:30 p.m., Monday through Friday. Alternatively, you may email your questions to the general Community Development Office duluthcommdev@duluthmn.gov, to ensure a timely reply, or feel free to contact individual staff members. We are happy to schedule an appointment to meet and talk with potential applicants, if the request is made at least one working week prior to submission deadlines (before August 3rd for Pre-Applications and before August 29th for Applications).